

# **ZONING VIOLATIONS**

---

## **A CITIZEN'S GUIDE TO WESTPORT'S PERMIT PROCESS**

### **If you :**

- are concerned about an activity on a neighboring property,
- want to find out if a project complies with the Town's regulations,
- want to register a complaint about a zoning violation

### **CONTACT THE PLANNING AND ZONING OFFICE AT 341-1030**

1. A Planning and Zoning Staff member will take the complaint.
2. The complaint will be investigated.
3. *You do not have to give your name to the staff member.*

### **When:**

- The Planning and Zoning Office receives a complaint about a zoning violation
- A zoning violation is observed by a Town Official

### **PLANNING AND ZONING STAFF PROCEDURE:**

1. The complaint is recorded on a zoning complaint form and is filed in the Planning and Zoning Office.
2. The Zoning Inspector then inspects the premises.
3. If a zoning violation is observed, a letter is sent to the property occupant and the property owner advising the occupant and owner of the specific zoning violation, the accepted remedy for the violation, and the date when the violation must be corrected. The date for the correction of the violation will vary depending on the severity of the violation.
4. If the violation is not corrected by the requested date, a Cease and Desist Order is issued to the property owner and property occupant. If construction work is in progress on the property, the Building Department is advised of the violation and asked to issue a stop work order.
5. After 10 days the Zoning Inspector again inspects the premises. If the violation has not been corrected after the receipt of the Cease and Desist Order the case is forwarded to the Town Attorney requesting that legal action be taken to assure the correction of the violation.

December, 1999  
Katherine Barnard  
Planning and Zoning